



State of Washington
Department of Revenue
Special Programs Division
Miscellaneous Tax
PO Box 47464
Olympia WA 98504-7464

LEASEHOLD EXCISE TAX RETURN FEDERAL PERMIT OR LEASE

Annual 2004 A/04

See Item 4 on reverse for due date.

Show Changes in Address or Ownership.

INSTRUCTIONS

- Column 1 (Tax Area Code) must contain the Tax Area Code (Levy Code) for each federal permit or lease. This can be requested from the county assessor's office in the county where the property is located or may be obtained from the personal property statement if applicable. (This code is used to distribute the tax back to local government bodies for payment of services in the area where the leased property is located.) If a single permit or lease extends into more than one tax area, enter each tax area code as if it represents a single lease. Rent should be apportioned between areas on the basis of approximate property value within each area.
- Column 2 (Location Code) must contain the proper code for the location of the property leased. Location Codes may be obtained from the listing on page 4.
- For each permit or lease, enter in column 3 (Term of Lease) the inclusive dates of the lease and the lease number.
- For each permit or lease, enter in column 4 (Taxable Rent Due) the amount of taxable rent covering the above period. Taxable rent includes:
 - The total cash payments according to the requirements of the lease.
 - Expenditures for the protection of the federal government's interest when required by the terms of the lease.
 - Expenditures for improvements to the property to the extent that such improvements become the property of the federal government.
- Compute column 5 (Gross Tax Due) by multiplying column 4 (Taxable Rent Due) by the 12.84% (.1284) tax rate and enter this amount.
- Column 6 (Less Applicable Credit) applies **only** to a "Product Lease", see definition and instructions below. Otherwise, transfer the amount in column 5 (Gross Tax Due) to column 7 (Net Tax Due).
Product Lease Credit: If a federal lease is a product lease - leases for use in production of agricultural or marine products to the extent that such leases provide for rent to be paid by the delivery of stated percentage of the production of such products - you are entitled to a tax credit (a reduction in the tax) of 33% of the tax due. Enter this credit amount in the "Less Applicable Credit" column. Subtract it from the Gross Tax Due amount and enter the difference in the "Net Tax Due" column.
- Total the Net Tax Due for all federal permits or leases and enter this amount in the "Total Tax Due" box. If the total tax is \$32.09 or less, (12.84% of \$249.99) skip to No. 10.
- Enter the amount of your payment in the "Total Payment Enclosed" box.
- Attach remittance made payable to the Washington State Department of Revenue.
- Sign and date page 1.
- Should you have questions regarding your tax liability, please call the Department of Revenue at (360) 586-5190.

See General Information on the back of this return for additional information on taxable rent.

1 Tax Area Code	2 Location Code	3 Term of Lease/Lease No.	4 Taxable Rent Due	5 Gross Tax Due (.1284 X Taxable Rent)	6 Less Applicable Credit	7 Net Tax Due

Signature _____

Phone _____

Date: _____

Total Tax Due
Late Penalty - 5% of Total Tax Due
(Minimum \$5.00)

Total Payment Enclosed

General Information on Leasehold Excise Tax

The following is a brief explanation discussing the more important provisions of (Chapter 61, Laws of 1975-76, 2d Extraordinary Session). For the exact statutory language and precise definition of terms, refer to the law itself, which can be obtained by writing to the Department of Revenue at the address on the reverse side.

1. *Who must register with the Department of Revenue and file leasehold excise tax returns?*
A: All non-exempt private users of federally owned property or federal trust lands.
2. *Who are non-exempt private users?*
A: Anyone who would be subject to payment of property tax on the leasehold property if it were owned fee simple unless expressly exempted in the Leasehold Excise Tax Law.
3. *What is the effective date of the 12% leasehold excise tax? (Revised to 12.84% July, 1982.)*
A: January 1, 1976. The tax will apply to rent on leases in existence on or after January 1, 1976.
4. *When is the Leasehold Excise Tax return due?*
A: Leasehold Excise Tax returns are due 15 days after the contract rent is due to the lessor. Tax reporting frequency will be assigned by the Department of Revenue on the basis of tax amounts involved for each account filing tax returns.
5. *What is the measure of the tax on which the 12.84% tax is computed and paid?*
A: "Taxable Rent" which is the contract rent paid to the lessor or to another for the benefit of the lessor, plus lessee expenditures for the protection of the lessor's interest and lessee expenditures for improvements which revert to the lessor. Where contract rent paid is less than the maximum amount negotiable or attainable by a lessor, the Department of Revenue may determine and compute a larger amount of taxable rent (for tax purposes) under the guidelines and conditions set out in the law.
6. *What leasehold interests in publicly owned property are exempt or excluded from the leasehold excise tax?*
A: Interests held by persons who would be exempt from property tax under Chapter 84.36 RCW if they owned property such as churches, public cemeteries, schools, and;
 - a. Personal property owned by the United States or a foreign government where use is granted pursuant to a contract solely for the manufacture of articles for sale to the U.S. or foreign government.
 - b. Road or utility easements or rights of access, occupancy, or use granted solely to permit the removal of materials or products purchased from a public owner or lessee of a public owner.
 - c. Interests in operating properties of public utilities subject to property tax under Chapter 84.12 RCW.
 - d. School housing for students which is exempt from property tax under RCW 84.36.010 and RCW 84.36.050.
 - e. Subsidized housing for which an income qualification is specified for residents.
 - f. Property used for nonprofit fair association purposes but sub-lessees of a fair association are not exempt unless they would have been exempt as the primary lessee.
 - g. Residential property used by an employee of the owner, where such residence is a condition of employment.
 - h. Interests of tribally enrolled Indians of trust land owned or held by an Indian or an Indian tribe.
 - i. Interests in any real property of an Indian or Indian tribe held in trust by the U.S. providing the contract rent is 90% or more of fair market rental.
 - j. Interests for which taxable rent is less than \$250 per year.
 - k. Interest giving less than 30 continuous days use or possession. The terms of the lease must state that the property is only accessible to you for less than 30 days.
 - l. Interests in residential units for residential purposes on a month-to-month basis pending destruction or removal to construct a public highway or building.
 - m. Interest of a contractor solely for public works construction purposes.

For tax assistance, visit <http://dor.wa.gov> or call (800) 647-7706. To inquire about the availability of this document in an alternate visually impaired please call (360) 486-2342. Teletype (TTY) users may call (800) 451-7985.



LEASEHOLD EXCISE TAX RETURN FEDERAL PERMIT OR LEASE

Annual 2004 A/04

See Item 4 on reverse for due date.

Keep This as Your Copy

Show Changes in Address or Ownership.

INSTRUCTIONS

- Column 1 (Tax Area Code) must contain the Tax Area Code (Levy Code) for each federal permit or lease. This can be requested from the county assessor's office in the county where the property is located or may be obtained from the personal property statement if applicable. (This code is used to distribute the tax back to local government bodies for payment of services in the area where the leased property is located.) If a single permit or lease extends into more than one tax area, enter each tax area code as if it represents a single lease. Rent should be apportioned between areas on the basis of approximate property value within each area.
- Column 2 (Location Code) must contain the proper code for the location of the property leased. Location Codes may be obtained from the listing on page 4.
- For each permit or lease, enter in column 3 (Term of Lease) the inclusive dates of the lease and the lease number.
- For each permit or lease, enter in column 4 (Taxable Rent Due) the amount of taxable rent covering the above period. Taxable rent includes:
 - The total cash payments according to the requirements of the lease.
 - Expenditures for the protection of the federal government's interest when required by the terms of the lease.
 - Expenditures for improvements to the property to the extent that such improvements become the property of the federal government.
- Compute column 5 (Gross Tax Due) by multiplying column 4 (Taxable Rent Due) by the 12.84% (.1284) tax rate and enter this amount.
- Column 6 (Less Applicable Credit) applies **only** to a "Product Lease", see definition and instructions below. Otherwise, transfer the amount in column 5 (Gross Tax Due) to column 7 (Net Tax Due).
Product Lease Credit: If a federal lease is a product lease - leases for use in production of agricultural or marine products to the extent that such leases provide for rent to be paid by the delivery of stated percentage of the production of such products - you are entitled to a tax credit (a reduction in the tax) of 33% of the tax due. Enter this credit amount in the "Less Applicable Credit" column. Subtract it from the Gross Tax Due amount and enter the difference in the "Net Tax Due" column.
- Total the Net Tax Due for all federal permits or leases and enter this amount in the "Total Tax Due" box. If the total tax is \$32.09 or less, (12.84% of \$249.99) skip to No. 10.
- Enter the amount of your payment in the "Total Payment Enclosed" box.
- Attach remittance made payable to the Washington State Department of Revenue.
- Sign and date page 1.
- Should you have questions regarding your tax liability, please call the Department of Revenue at (360) 586-5190.

See General Information on the back of this return for additional information on taxable rent.

1 Tax Area Code	2 Location Code	3 Term of Lease/Lease No.	4 Taxable Rent Due	5 Gross Tax Due (.1284 X Taxable Rent)	6 Less Applicable Credit	7 Net Tax Due

Signature _____

Phone _____

Date: _____

Total Tax Due
Late Penalty - 5% of Total Tax Due
(Minimum \$5.00)

Total Payment Enclosed



WASHINGTON STATE DEPARTMENT OF REVENUE

Location Codes

ADAMS COUNTY		GRAYS HARBOR COUNTY		LINCOLN COUNTY (Cont'd)		SNOHOMISH COUNTY (Cont'd)	
Unincorporated Areas.....	0100	Unincorporated Areas.....	1400	Odessa.....	2205	Marysville.....	3111
Hatton.....	0101	Aberdeen.....	1401	Reardan.....	2206	Mill Creek.....	3119
Lind.....	0102	Cosmopolis.....	1402	Sprague.....	2207	Monroe.....	3112
Othello.....	0103	Elma.....	1403	Wilbur.....	2208	Mountlake Terrace.....	3113
Ritzville.....	0104	Hogquiam.....	1404	MASON COUNTY		Mukilteo.....	3114
Washtucna.....	0105	McCleary.....	1405	Unincorporated Areas.....	2300	Snohomish (City).....	3115
ASOTIN COUNTY		Montesano.....	1406	Shelton.....	2301	Stanwood.....	3116
Unincorporated Areas.....	0200	Oakville.....	1407	OKANOGAN COUNTY		Sultan.....	3117
Asotin (City).....	0201	Ocean Shores.....	1409	Unincorporated Areas.....	2400	Woodway.....	3118
Clarkston.....	0202	Westport.....	1408	Brewster.....	2401	SPOKANE COUNTY	
BENTON COUNTY		ISLAND COUNTY		Conconully.....	2402	Unincorporated Areas.....	3200
Unincorporated Areas.....	0300	Unincorporated Areas.....	1500	Coulee Dam.....	2403	Unincorporated PTBA.....	3232
Unincorporated PTBA.....	0333	Coupeville.....	1501	Elmer City.....	2404	Airway Heights.....	3201
Benton City.....	0301	Langley.....	1502	Nespelem.....	2405	Cheney.....	3202
Kennewick.....	0302	Oak Harbor.....	1503	Okanogan (City).....	2406	Deer Park.....	3203
Prosser.....	0303	JEFFERSON COUNTY		Omak.....	2407	Fairfield.....	3204
Richland.....	0304	Unincorporated Areas.....	1600	Oroville.....	2408	Latah.....	3205
West Richland.....	0305	Port Townsend.....	1601	Pateros.....	2409	Medical Lake.....	3206
CHELAN COUNTY		KING COUNTY		Riverside.....	2410	Millwood.....	3207
Unincorporated Areas.....	0400	Unincorporated Areas.....	1700	Tonasket.....	2411	Rockford.....	3208
Cashmere.....	0401	Algona.....	1701	Twisp.....	2412	Spangle.....	3209
Chelan (City).....	0402	Auburn/King.....	1702	Winthrop.....	2413	Spokane (City).....	3210
Entiat.....	0403	Beaux Arts Village.....	1703	PACIFIC COUNTY		Waverly.....	3211
Leavenworth.....	0404	Bellevue.....	1704	Unincorporated Areas.....	2500	STEVENS COUNTY	
Wenatchee.....	0405	Black Diamond.....	1705	Ilwaco.....	2501	Unincorporated Areas.....	3300
CLALLAM COUNTY		Bothell/King.....	1706	Long Beach.....	2502	Chewelah.....	3301
Unincorporated Areas.....	0500	Burien.....	1734	Raymond.....	2503	Colville.....	3302
Forks.....	0501	Carnation.....	1707	South Bend.....	2504	Kettle Falls.....	3303
Port Angeles.....	0502	Clyde Hill.....	1708	PEND OREILLE COUNTY		Marcus.....	3304
Sequim.....	0503	Des Moines.....	1709	Unincorporated Areas.....	2600	Northport.....	3305
CLARK COUNTY		Duvall.....	1710	Cusick.....	2601	Springdale.....	3306
Unincorporated Areas.....	0600	Enumclaw.....	1711	Ione.....	2602	THURSTON COUNTY	
Battle Ground.....	0601	Federal Way.....	1732	Metaline.....	2603	Unincorporated Areas.....	3400
Camas.....	0602	Hunts Point.....	1713	Metaline Falls.....	2604	Bucoda.....	3401
La Center.....	0603	Issaquah.....	1714	Newport.....	2605	Lacey.....	3402
Ridgefield.....	0604	Kenmore.....	1738	PIERCE COUNTY		Olympia.....	3403
Vancouver.....	0605	Kent.....	1715	Unincorporated Areas.....	2700	Rainier.....	3404
Washougal.....	0606	Kirkland.....	1716	Unincorporated PTBA.....	2727	Tenino.....	3405
Yacolt.....	0607	Lake Forest Park.....	1717	Auburn/Pierce.....	2724	Tumwater.....	3406
COLUMBIA COUNTY		Maple Valley.....	1720	Bonney Lake.....	2701	Yelm.....	3407
Unincorporated Areas.....	0700	Medina.....	1718	Buckley.....	2702	WAHIAKUM COUNTY	
Dayton.....	0701	Mercer Island.....	1719	Carbonado.....	2703	Unincorporated Areas.....	3500
Starbuck.....	0702	Milton/King.....	1731	DuPont.....	2704	Cathlamet.....	3501
COWLITZ COUNTY		Newcastle.....	1736	Eatonville.....	2705	WALLA WALLA COUNTY	
Unincorporated Areas.....	0800	Normandy Park.....	1721	Edgewood.....	2720	Unincorporated Areas.....	3600
Castle Rock.....	0801	North Bend.....	1722	Fife.....	2706	Unincorporated PTBA.....	3636
Kalama.....	0802	Pacific/King.....	1723	Fircrest.....	2707	College Place.....	3601
Kelso.....	0803	Redmond.....	1724	Gig Harbor.....	2708	Prescott.....	3602
Longview.....	0804	Renton.....	1725	Lakewood.....	2721	Waitsburg.....	3603
Woodland.....	0805	Sammamish.....	1739	Milton/Pierce.....	2709	Walla Walla (City).....	3604
DOUGLAS COUNTY		Sea-Tac.....	1733	Orting.....	2710	WHATCOM COUNTY	
Unincorporated Areas.....	0900	Seattle.....	1726	Pacific/Pierce.....	2723	Unincorporated Areas.....	3700
Unincorporated PTBA.....	0909	Shoreline.....	1737	Puyallup.....	2711	Unincorporated PTBA.....	3737
Bridgeport.....	0901	Skykomish.....	1727	Roy.....	2712	Bellingham.....	3701
East Wenatchee.....	0902	Snoqualmie.....	1728	Ruston.....	2713	Blaine.....	3702
Mansfield.....	0903	Tukwila.....	1729	South Prairie.....	2714	Everson.....	3703
Rock Island.....	0904	Woodinville.....	1735	Steilacoom.....	2715	Ferndale.....	3704
Waterville.....	0905	Yarrow Point.....	1730	Sumner.....	2716	Lynden.....	3705
FERRY COUNTY		KITSAP COUNTY		Tacoma.....	2717	Nooksack.....	3706
Unincorporated Areas.....	1000	Unincorporated Areas.....	1800	University Place.....	2719	Sumas.....	3707
Republic.....	1001	Bainbridge Island.....	1804	Wilkeson.....	2718	WHITMAN COUNTY	
FRANKLIN COUNTY		Bremerton.....	1801	SAN JUAN COUNTY		Unincorporated Areas.....	3800
Unincorporated Areas.....	1100	Port Orchard.....	1802	Unincorporated Areas.....	2800	Albion.....	3801
Unincorporated PTBA.....	1111	Poulsbo.....	1803	Friday Harbor.....	2801	Colfax.....	3802
Connell.....	1101	KITTITAS COUNTY		SKAGIT COUNTY		Colton.....	3803
Kahlotus.....	1102	Unincorporated Areas.....	1900	Unincorporated Areas.....	2900	Endicott.....	3804
Mesa.....	1103	Cle Elum.....	1901	Unincorporated PTBA.....	2929	Farmington.....	3805
Pasco.....	1104	Ellensburg.....	1902	Anacortes.....	2901	Garfield.....	3806
GARFIELD COUNTY		Kittitas (City).....	1903	Burlington.....	2902	La Crosse.....	3807
Unincorporated Areas.....	1200	Roslyn.....	1904	Concrete.....	2903	Lamont.....	3808
Pomeroy.....	1201	South Cle Elum.....	1905	Hamilton.....	2904	Malden.....	3809
GRANT COUNTY		KLICKITAT COUNTY		La Conner.....	2905	Oakesdale.....	3810
Unincorporated Areas.....	1300	Unincorporated Areas.....	2000	Lyman.....	2906	Palouse.....	3811
Coulee City.....	1301	Bingen.....	2001	Mount Vernon.....	2907	Pullman.....	3812
Electric City.....	1302	Goldendale.....	2002	Sedro Woolley.....	2908	Rosalia.....	3813
Ephrata.....	1303	White Salmon.....	2003	SKAMANIA COUNTY		St. John.....	3814
George.....	1304	LEWIS COUNTY		Unincorporated Areas.....	3000	Tekoa.....	3815
Grand Coulee.....	1305	Unincorporated Areas.....	2100	North Bonneville.....	3001	Uniontown.....	3816
Hartline.....	1306	Centralia.....	2101	Stevenson.....	3002	YAKIMA COUNTY	
Krupp.....	1307	Chehalis.....	2102	SNOHOMISH COUNTY		Unincorporated Areas.....	3900
Mattawa.....	1308	Morton.....	2103	Unincorporated Areas.....	3100	Grandview.....	3901
Moses Lake.....	1309	Mossyrock.....	2104	Unincorporated PTBA.....	3131	Granger.....	3902
Quincy.....	1310	Napavine.....	2105	Arlington.....	3101	Harrah.....	3903
Royal City.....	1311	Pe Ell.....	2106	Bothell/Snohomish.....	3120	Mabton.....	3904
Soap Lake.....	1312	Toledo.....	2107	Brier.....	3102	Moxee City.....	3905
Warden.....	1313	Vadar.....	2108	Darrington.....	3103	Naches.....	3906
Wilson Creek.....	1315	Winlock.....	2109	Edmonds.....	3104	Selah.....	3907
LINCOLN COUNTY		EVERETT COUNTY		Everett.....	3105	Sunnyside.....	3908
Unincorporated Areas.....	2200	Unincorporated Areas.....	2200	Gold Bar.....	3106	Tieton.....	3909
Almira.....	2201	Almira.....	2201	Granite Falls.....	3107	Toppenish.....	3910
Creston.....	2202	Creston.....	2202	Index.....	3108	Union Gap.....	3911
Davenport.....	2203	Davenport.....	2203	Lake Stevens.....	3109	Wapato.....	3912
Harrington.....	2204	Harrington.....	2204	Lynnwood.....	3110	Yakima (City).....	3913
						Zillah.....	3914

PTBA Public Transportation Benefit Area.
Unincorporated Areas are locations outside
incorporated limits.